



Baltimore City Department of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: HIGHWAY MAINTENANCE SUPERVISOR (PROMOTION)

SALARY: \$33,231 – \$40,237 **GRADE:** 87

CLOSING DATE: September 1, 2006 is the last day to file an application.

POSITION: A Highway Maintenance Supervisor oversees the maintenance and repair of roads, streets, alleys, sidewalks, curbs and gutters or the maintenance and repair of bridge structures, foot bridges, guard rails, jersey walls, retaining walls, steps and fences, or the maintenance of municipal grounds including parks, athletic fields and median strips. Some evening, weekend and holiday hours are required on a 24-hour, on-call basis.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible classified City employees must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have graduated from an accredited high school or possess a GED certificate;

AND

Have three years of experience in highway construction, maintenance, and repair work, bridge maintenance and repair work, or park or grounds maintenance.

Six months of additional experience in one of the above areas may be substituted for each year of the high school or GED requirement.

NOTE: YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed the probationary period on or before the last day for filing applications are eligible to compete in this examination. The examination will consist of a multiple choice test. Candidates are required to make a converted score of not less than 70 on a scale of 100. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will be graded, with appointment made from all candidates within the top five scores.

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KR/mb POSTED: 08/21/06

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

NOTE: Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information from the Maryland State Police.

SCOPE OF THE MULTIPLE CHOICE TEST: The multiple choice examination is designed to evaluate each candidate's knowledge, skills and abilities in areas such as:

- Equipment, materials, procedures and techniques used in highway construction, maintenance and repair;
- Traffic control practices and procedures;
- Safety practices and procedures;
- Supervision;
- Record keeping and report writing;
- Working with others.

DATE OF MULTIPLE CHOICE EXAMINATION: The multiple choice examination is scheduled for Tuesday, October 17, 2006.

CANDIDATES INDICATING THE MINIMUM QUALIFICATIONS ON THEIR APPLICATIONS WILL BE NOTIFIED WHEN AND WHERE TO APPEAR FOR THE EXAMINATION. YOU WILL NOT BE ALLOWED TO SIT FOR THE EXAMINATION UNLESS YOU PRESENT YOUR MARYLAND DRIVER'S LICENSE OR MOTOR VEHICLE ADMINISTRATION ID OR EMPLOYEE PHOTO ID CARD TO THE TEST MONITOR PRIOR TO THE TEST ADMINISTRATION.



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